

ACE Resume Guidelines

You may use whatever resume style you like (block, columns, etc.), but your resume must contain all of the required information. *If you need to add categories, in addition to the ones listed, to best describe your strengths, please feel free to do so.*

CATEGORY	ITEMS TO INCLUDE
Personal Information:	Name (Last, First, MI.) Mailing Address (where you can be reached through May) Telephone Number Email Address SSN * Date of Birth Place of Birth <u>Note:</u> If your permanent address is different from your school address, it is recommended that you list contact information for both – address, phone, and email.
Objective:	Self-explanatory
Education:	College/University Name and Location (City & State) Years Attended Major Discipline Minor Discipline (if applicable) Note: If you have not declared a major, indicate that you are “undeclared” and state what discipline you plan to pursue. Current Cumulative GPA
Experience:	Position Title Name of the Company/Organization Month and Year (s) Describe the skills you learned, and/or what you did, and anything else of significance.
Honors/Awards:	Self-explanatory
Volunteer/Community Service, Activities, Memberships:	Self-explanatory
Acquisition Career Field:	Identify which career field best matches your academic discipline (major/minor) and/or experience. Review the acquisition career field descriptions found on the ACE web page under the student information section (http://asc.rdaisa.army.mil/Acepage/careerfields.htm).
Work Location(s) Desired:	Where do you want to work? Let us know if you only want to be considered for one specific location, or a larger geographic region. Example #1: Ft. Belvoir, VA (specific location) Example #2: Washington D.C. metropolitan area (geographic region that encompasses D.C. and parts of Virginia and Maryland)
Citizenship:	Are you a U.S. citizen as of the application closing date for this program?
How did you hear about the ACE program?	Self-explanatory

* Privacy Act and Public Burden Statement -- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. Providing your SSN is voluntary, however, if you do not give us your SSN or any other information requested, we cannot process your resume.